



**TRANSPORTATION
VEHICLE CONTROL
AND VEHICLE MANAGEMENT GUIDELINES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction establishes guidelines for Vehicle Control and Vehicle Management for the 4th Air Support Operations Group (4ASOG). It provides guidance, procedures, and responsibilities to ensure personnel management and to organize vehicle resources in the most efficient manner throughout the 4 ASOG. Specifically, this instruction applies to commanders at squadron and detachment levels, Vehicle Control Officers (VCOs) at squadron and detachment levels, vehicle maintenance liaisons at squadron levels, and all operators of the MRC-144 system. Squadron and detachment commanders are responsible for the effective execution of this instruction.

References: AFI 24-301, *Vehicle Operations*; AFMAN 24-307, *Procedures For Vehicle Maintenance Management*; AFMAN 24-317, *Vehicle Control*; AFTO 36A12-1A-2091, *Operator's Manual*; AR 750-1, *German law and Driver Pamphlet 190-34; Driver's Guidebook and Examination Manual for Germany*; USAREUR Regulation 55-1, *United States Army Motor Vehicle Operations on Public Roads*.

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Chapter 1

VEHICLE OPERATIONS/CONTROL

1.1. Commander's Intent.

1.1.1. The purpose of this instruction is to help the 4 ASOG to effectively support the V Corps mission. The group vehicle control program is a vital part of this support, ensuring Theater Air Control System readiness through consistent asset control, maintenance, and performance.

1.2. General Roles, Designations, and Reporting.

1.2.1. The 4ASOG fleet manager is responsible for the overall efficient and economical use of the fleet. Under the 4ASOG vehicle authorization listing (VAL), the 86th Transportation Squadron (86 TRNS) deems all vehicles the direct responsibility of the 4 ASOG, and establishes sub-VALs by assigning vehicles to subordinate units. The 4 ASOG Chief, Vehicle Support (4 ASOG/LGT) is the group-level fleet manager for 86 TRNS and will be the focal point for all vehicle issues, and also act as the 4ASOG's liaison with the 86 TRNS/LGTO (Fleet Management) for all vehicle matters. The chief of vehicle support will track and monitor specified group action items and keep the Chief of Maintenance (COM), deputy commander for support, and the group commander informed on all vehicle matters. Unit-level responsibilities for the VCO are outlined in AFI 21-301. Within this instruction, VCO will be used to describe the title of the primary person responsible for all vehicle operations at specific locations and does not denote rank, whether officer or NCO. All units will have a primary and alternate VCO, and will coordinate all vehicle issues through the 4 ASOG chief of vehicle support.

1.3. Responsibilities.

1.3.1. Squadron and Detachment Commanders will:

1.3.1.1. Appoint a primary and alternate VCO who have a minimum of 1 year remaining on station.

1.3.1.2. Assign a replacement VCO 60 days prior to PCS of incumbent VCO.

1.3.1.3. Request Fleet Management approval and appointment of vehicle trainers for special purpose vehicles.

1.3.1.4. Request replacement trainers 60 days prior to PCS of incumbent trainers.

1.3.1.5. Request 4ASOG/CDS appoint an investigating officer for report of survey action in the event of vehicle loss, damage, or destruction.

1.3.1.6. Ensure each MRC-144 system is individually assigned to a specific 1C4X1 operator. Operators will ensure all scheduled periodic maintenance is accomplished on time and will assist Army maintenance personnel as required.

1.3.2. The 4 ASOG Chief, Vehicle Support will:

1.3.2.1. Serve as the focal point for all vehicle matters for the 4 ASOG and be responsible for group-wide fleet management.

1.3.2.2. Serve as the vehicle liaison to 86 TRNS and USAFE.

1.3.2.3. Provide group indoctrination and training for all newly appointed squadron and detachment VCOs.

1.3.2.4. Assist squadron and detachment VCOs.

1.3.2.5. Brief all newly assigned group staff members on local vehicle policies and procedures.

1.3.2.6. Schedule and conduct annual group SAVs with subordinate units.

1.3.2.7. Monitor all vehicle activity at squadron and detachments.

1.3.2.8. Conduct preliminary investigations on all accidents, assess causes, and provide the group commander with recommended corrective measures.

1.3.3. Squadron and Detachment VCOs will:

1.3.3.1. Squadron and detachment VCOs are accountable for all vehicles assigned to their unit. VCOs will comply with all publications, directives, and requirements as outlined in AFI 24-301, USAFE Sup 1, USAFEI 24-306, AFJMAN 24-306, AFPAM24-317 and this instruction. VCOs will also ensure vehicle historical documents, AF Forms 1800, *Operator's Inspection Guide and Trouble Report*, accident investigations, and random unit vehicle inspections are documented and filed IAW AFMAN 37-123, *Management of Records*, and AFMAN 37-139, *Records Disposition Schedule*.

1.3.3.2. Unit VCOs will fill out AF Forms 1800, document tire pressure checks and vehicle odometer readings by the 15th of each month.

1.3.3.3. Forward copies of inspection reports and deployed vehicle listings to 4 ASOG/LGT.

1.3.3.4. Forward all training letters and lesson plans to 4 ASOG/LGT, to be approved by 86 TRNS.

1.3.3.5. Brief all newly assigned unit members and operators on local vehicle policies and procedures.

1.3.3.6. Perform vehicle inspections using the "Prime Vehicle Care" inspection criteria, (USAFEI 24-306) and forward results to 4 ASOG/LGT.

1.3.4.7. Transcribe all Army Forms 5988 to Air Force work orders (AF Form 1823), and send to 86 TRNS/LGTM for system updates and tracking purposes. Retain a copy to be filed in vehicle historical records.

1.3.4. Vehicle Maintenance Liaison will:

1.3.4.1. Be familiar with all publications, directives, and requirements as outlined in AFI 24-301 and USAFE Sup 1, USAFEI 24-306, AFJMAN 24-306, AFPAM24-317, and this operating instruction. As a liaison between operators, VCOs, and other support agencies, individuals must be able to provide sound guidance.

1.3.4.2. Be the focal point for all maintenance issues at the squadron and detachments. Note: Vehicle Maintenance Liaisons (AFSC 2T3X0) will not be assigned duties as unit VCO.

1.3.4.3. Perform light maintenance as directed by the COM.

1.3.4.4. Spot check units regularly to verify VCOs are transcribing all DA Forms 5988 to Air Force work orders (AF Form 1823), sending original to 86 TRNS/LGTM for system updates, and retaining a file copy for local historical records (Reference 1.3.4.3. of this instruction).

1.3.4.5. Consult with Army division, brigade, and battalion vehicle maintenance supervisors to assist in resolving maintenance problems at squadron and detachment levels.

1.3.4.6. Perform quality assurance inspections on vehicles that have been serviced or repaired by Army maintenance. Document and report deficiencies to the maintenance superintendent. Retain a copy of reports IAW AF disposition instructions.

1.3.4.7. Report accurate and timely equipment, systems, and vehicle maintenance status to group maintenance control (MC). Track all maintenance for assigned squadron and detachment vehicles, assign vehicle status (green, amber, red) for previously reported or newly identified discrepancies, and report any change in status immediately to the respective maintenance superintendents (Reference 4ASOGI 21-101, paragraph 1.3.5.2.). Vehicle maintenance conditions will be tracked and reported as follows:

1.3.4.7.1. Green. The equipment item is fully mission capable. Existing minor discrepancies (if any) do not affect the ability of the item to serve its intended purpose (example: Soft door window zipper is broken).

1.3.4.7.2. Amber. The equipment item is not fully mission capable. Amber indicates that an unsatisfactory condition exists, but is not sufficiently critical or dangerous to warrant grounding or discontinued use (e.g. wiper motor works on low speed setting, but does not work on high speed).

1.3.4.7.3. Red. The item is not mission capable. Red indicates the equipment item is considered unsafe or unfit for use and will not be operational until the unsatisfactory condition is corrected. Items identified as Red may be operated as necessary to troubleshoot or repair the discrepancy only.

1.3.4.8. Maintain a vehicle continuity book and ensure it is complete, up-to-date, presentable, and well-organized. Per direction by 86 TRNS, all VCO continuity books are required to have specific sections as listed in the *Vehicle Control Officer Continuity Book Index*. Under section 15 of this index, VCOs will maintain completed examples of forms typically used by operators. As a minimum, forms examples will include DA Form 5988, AF Form 1823, AF Form 1800, DD Form 518, and SF Form 91.

Chapter 2

VEHICLE MANAGEMENT

2.1. Official Use of Government Owned Vehicles (GOV).

2.1.1. Government vehicles are for official use only and will be operated, managed, and maintained IAW AFI 24-301, AFM 77-310 Vol. 2, USAFE Sup 1 to AFI 24-301, AFJMAN 24-306, AFPAM 24-317, and USAFEI 24-306. Principal guidelines listed below will be adhered to. Contact 4 ASOG/LGT for specific questions regarding vehicle use policies.

2.1.2. Members and their dependents will not use government vehicles for personal social engagements or personal business. Members and their dependents may use publicized, regularly scheduled transportation services on a space available basis (i.e. shuttle bus service, airport transportation, etc.)

2.1.3. A spouse may travel with the member on a space available basis when conducting official business as long as the size of the vehicle is no larger than required to support the member(s) official business.

2.1.4. A spouse may travel at added expense to the government only when there is an unquestioned official requirement for the spouse to accompany the member.

2.1.5. General official use guidance can be found in AFMAN 24-317, Section B, Motor Vehicle Official Use Policy.

2.1.6. Air Force GOVs may be used to transport USAF members and their dependents, arriving and departing Germany, on PCS orders between the airport and duty location (Reference findings issued by 86 AW/JA, 29 October 98). Army vehicles will not be used for this purpose. Unit commanders will approve such use on a case-by-case basis.

2.2. General/Special Purpose Vehicles. Operators are responsible for all general and special purpose vehicles assigned to their unit. The operator is responsible for the cleanliness and weekly inspection of the vehicles(s). Workcenters and offices to whom vehicles are assigned will be responsible for operator care and cleanliness of their vehicles. The VCO will supply all cleaning supplies, tools, and equipment for unit vehicles.

2.3. Safety. In accordance with AFPAM 24-317, all 4 ASOG VCOs are required to conduct and document monthly vehicle orientation and safety education briefings. Topics can include seasonal driving conditions, dangers associated with alcohol, and any local hazards. The most common and easiest way of communicating this information is through e-mail to the unit. Document monthly vehicle orientation and education safety briefings and file them in the VCO continuity binder.

2.4. Accident Procedures. 4 ASOG/LGT will report all vehicle accidents to 86 TRNS (LGTO) immediately upon notification. Therefore, VCOs will up-channel this information to the group via their chain of command as quickly as possible.

2.4.1. In the event of an accident, operators will complete the SF 91 immediately. If the operator is unable to fill out the form due to injury, the VCO will assume responsibility for completion. Operators will use DD Form 518 to identify themselves to other parties involved in the accident. VCOs will ensure their vehicles have SFs 91 and DD Forms 518 in the glove box. Statements from passengers and/or witnesses are required whenever possible.

2.4.2. All vehicle operators must immediately report accident damage, however minor, to the unit VCO and unit commander. All squadron and detachment VCOs must up-channel accident information through their chain of command, and must also forward this information to 4 ASOG/LGT, who will report the accident to 86 TRNS, the 4 ASOG COM and deputy commander for support. VCOs will also notify squadron vehicle maintenance liaisons. 4ASOG detachment VCOs will report accidents directly to 4 ASOG/LGT. VCOs will build accident case files upon notification. All vehicles involved in accidents must be turned in to vehicle maintenance immediately. For units receiving maintenance support through the Army, VCOs will provide status updates to 4 ASOG/LGT. If towing is required and detachment's Army maintenance facility cannot provide towing, the VCO will make arrangements with 86 TRNS. Contact 4 ASOG/LGT when circumstances prohibit this turn-in process.

2.4.3. Reports of Survey (ROS) are no longer required for all vehicle accidents. ROSs may be requested from 4ASOG/CDS by unit commanders if vehicle abuse or gross negligence is suspected, or may be directed by 86 TRNS. If an ROS is conducted, VCOs will provide all case file information to investigating officials.

2.5. Vehicle Security and Auxiliary Parking.

2.5.1. Driver Pamphlet 190-34, *Driver's Guidebook and Examination Manual for Germany*, section 2-14, provides rules and guidance for security of all military vehicles. When parking a motor vehicle, operators must ensure vehicle windows, ventilators, and doors are closed. It is the operator's responsibility to ensure vehicles are secure when parked and unattended.

2.5.2. VCOs will develop a general parking policy and designate in writing how vehicles will be parked and secured while in garrison. This will be forwarded to 4 ASOG/LGT who will in-turn, forward the letter to 86 TRNS. If vehicles cannot be parked together in one secure location, the letter must specify an auxiliary parking location. The letter will also include procedures establishing the means of securing vehicles and ensuring force protection. The VCO will perform a site survey to verify proper lighting and night-time security. The letter will not include vehicle registration numbers, since these are subject to frequent change.

2.6. HQ USAFE Vehicle Authorization Revalidation. Vehicle revalidations are conducted by MAJCOM at least once every three years. During revalidations, VCOs will justify their unit vehicle assets. Prior to a vehicle revalidation meeting, VCOs will send these justifications to 4 ASOG/LGT for review and analysis.

2.7. Vehicle Rotations/Utilization Analysis. Vehicle rotations are performed as necessary to ensure that established Air Force vehicle goals, 4th ASOG fleet mileage averages, and other vehicle management objectives are met. High-mileage vehicles must be exchanged for low-mileage vehicles for fleet conservation. Authorization deletions, changes, and rotations will be considered for infrequently used vehicles. In-house vehicle rotations ensure consistent vehicle utilization.

2.7.1. Evaluations for vehicle rotations within the 4 ASOG will be conducted annually by 86 TRNS and 4 ASOG/LGT. Unit commanders and VCOs will be notified of any vehicles earmarked for rotation.

2.7.2. If a vehicle rotation will negatively impact a unit's mission, the VCO must submit a letter to 4 ASOG/LGT explaining the vehicle's unique support to the mission and how rotating the vehicle will have a negative mission impact. The letter must be signed by the unit commander and forwarded to 4 ASOG/LGT, who will then forward the letter to 86 TRNS with a recommendation not to rotate the vehicle.

2.7.3. New sub-VALs reflecting permanent rotation changes will be generated and distributed within 30 days by 86 TRNS through 4 ASOG/LGT.

2.8. Types of Staff Assistance Visits/Inspections.

2.8.1. 86 TRNS Fleet Visits. Fleet Management's vehicle control function conducts an annual staff assistance visit (SAV) to 4 ASOG/LGT. Fleet management also performs a semiannual vehicle inspection for all group units, and LGT will accompany them during this semiannual visit. The vehicle control function (VCF) will perform this inspection on a minimum of 25 percent of the group's fleet. All inspections will be performed IAW the prime vehicle care inspection criteria listed in USAFEI 24-306.

2.8.2. 4ASOG SAVs. SAVs will be conducted separately from fleet management visits and will include squadron and detachment VCOs and 4 ASOG/LGT. Inspections will consist of an overall review of the unit's vehicle operating procedures, maintenance operating procedures with the Army, and a 10 percent inspection of the assigned vehicle fleet.

2.8.3. Inspections. Scheduled and short notice inspections will be conducted by 4 ASOG/LGT as directed by the COM or group commander. For short-notice inspections, a 1-day notice will be given to the unit receiving the inspection. Inspection criteria are outlined in the 4 ASOG SAV checklist for vehicle support. Results will be published within 14 duty days and forwarded to the 4 ASOG commander for approval. Units receiving an unsatisfactory rating will be re-inspected within 30 days. The unit VCO will be present during group inspections.

2.8.4. All VCOs will inspect at least 10 percent of their assigned vehicle fleet monthly. Inspections are to be documented and forwarded to 4 ASOG/LGT, with a courtesy copy to their unit commander. The report will include registration numbers of inspected vehicles, discrepancies found, and corrective actions. Reports will be forwarded to 4 ASOG/LGT no later than the 15th of each month. Results will be consolidated into a quarterly report by the group and forwarded to 86 TRNS Fleet Management.

2.9. Vehicle Modifications. Additions, deletions, or modifications (e.g. bed liner, camper shell, radios, etc.) from the vehicles' original configuration will not be accomplished without prior, written approval from 86 TRNS/LGTO and LGTM. Complete justification and documentation is required. Drawing diagrams are required, to include measurements. In most cases, 4 ASOG will be responsible for funding parts and labor. All vehicle modifications will be submitted through the 4 ASOG/LGT.

2.10 Licensing and Training.

2.10.1. Licensing. Issuance of a GOV license is conducted by 86 TRNS Operator Records and Licensing Office (ORL). Members may operate military or civilian general purpose vehicles on a USAREUR license when authorized by the commander. Members must have an active AF Form 2296, *Motor Vehicle Operator Qualification and Record of Licensing*, in fleet management's ORL Online Vehicle Integrated Management System (OLVIMS). The commander can require members to carry the AF Form 2293, *U.S Air Force Motor Vehicle Operator Identification Card*, to operate general-purpose vehicles below 14,000 pounds Gross Vehicle Weight (GVW). When this is mandated, VCOs must list the specific vehicles on an AF Form 171, *Request for Driver's Training and Addition to U.S Government Drivers License*. Members will present the AF Form 171 to the ORL office. ORL will then establish an AF Form 2296 and issue the member an AF Form 2293.

2.10.1.1. AF Forms 171 may be used as a temporary license until members can have their AF Form 2296 updated. AF Forms 171 are only valid when used with the member's military ID and USAREUR license.

2.10.1.2. All AF Forms 171 will be forwarded to 4 ASOG/LGT to be kept on and file.

2.10.1.3. Unit commanders can suspend or revoke the government license of anyone within his/her command for due cause.

2.10.2. Training. Units assigned special purpose or general purpose vehicles over 14,000 pounds GVW are required to have unit trainers appointed, in writing, by the commander. The appointment letter will be submitted to ORL. After members have completed training on special or general-purpose vehicles, the VCO will specify these vehicles on AF Forms 171. Members will present the AF Forms 171 to ORL to have their AF Form 2296 updated. ORL will then issue the member an AF Form 2293.

2.10.2.1. Commander-Appointed Trainers. The VCOs must sign all trainer appointment letters. Note: VCOs cannot sign their own letters. Individuals must be qualified to operate all unit vehicles for which they have oversight. Trainers will have at least 6 months experience operating a vehicle before being appointed as a trainer.

2.10.2.2. Unit VCOs will identify appointed trainers to 86 TRNS, who will assess/screen the total points on their driver's record. All appointees' traffic safety records will be reviewed for violations. Appointees with unsatisfactory driving records will be disapproved as trainers (turn-around time is normally between 1 1/2 to 2 weeks). Letters of appointment will be returned to their respective VCOs after approval or disapproval.

2.11.3. Lesson plans. Units assigned special purpose vehicles will have vehicle lesson plans on file. Lesson plans will be approved by the VCO and unit commander. When developing and reviewing plans, VCOs will ensure:

2.11.3.1. All lesson plans are coordinated and approved jointly through the 86 TRNS Vehicle Operations Officer and the Vehicle Maintenance Officer. Unit VCOs will provide a courtesy copy to 4 ASOG/LGT.

2.11.3.1. All plans must have proper training references (e.g. Air Force, Army or AFOSH Standards for vehicle operator).

2.11.3.2. The content of previously approved lesson plans is current and compliant with applicable instructions. Examples of approved lesson plans can be obtained from the operator's records and licensing section. Special purpose vehicle lesson plans should always include attachments on how to operate levers, buttons, pulleys, knobs, etc.

2.11.3.3. Individuals required to operate vehicles while wearing chemical warfare equipment require additional training. Method of training will be established by each unit and documented in training records. The VCO will issue an AF Form 483, *Competency Card*, to be carried by operators.

2.12. Rental Vehicles/Lease Authorizations.

2.12.1. The 4 ASOG Commander and subordinate unit commanders may rent general/special purpose vehicles up to 59 days without approval from 86 TRNS/LGTO. Funding will come from the unit's O&M funds. Rentals exceeding 59 days must have fleet management's approval.

2.12.2. Units may not lease vehicles without a lease authorization. Approval for lease authorizations will be submitted to 86 TRNS, Fleet Management, with a courtesy copy to 4 ASOG/LGT.

2.13. Vehicle Justifications. Units needing to make adjustments to their current vehicle requirements will complete an AF Form 601, *Equipment Action Request*. In addition, fleet management's 13-question justification must be completed in conjunction with the 601. Use the same form to justify vehicles of the same type, that perform the same function. All AF Forms 601 will be submitted to 4 ASOG/LGT for review and approval before submitting to 86 TRNS/LGTO.

2.14. Fuel Coupons. VCOs will obtain fuel coupons for their units. Fuel estimations will be determined by the prior year's vehicle fuel consumption. VCOs will submit an AF Form 9 to the group budget officer. AF Forms 9 will be returned to the VCO after being routed through contracting.

Chapter 3

VEHICLE MAINTENANCE/REPORTING

3.1. Maintenance Support Levels and Responsibilities.

3.1.1. General. 4 ASOG units may utilize several variations of maintenance support based on the unit's mission and available maintenance facilities. Maintenance facilities include both Army and Air Force, some at GSU-supporting wings, others at colocated Army units, and the rest within the 4 ASOG maintenance structure.

3.1.2. While deployed, 4 ASOG units are usually geographically separated from Air Force maintenance facilities and must rely upon Army vehicle maintenance per established ISAs. The 4 ASOS (ASOC) is capable of performing most field-level vehicle repairs, maintenance actions, and some vehicle modifications as approved by the COM. Neither 1 ASOS nor 2 ASOS have their own maintenance capability; and rely solely on the Army for maintenance.

3.1.3. Non-routine maintenance on the group's general-purpose vehicles in Germany is done at 86 TRNS. Detachment 1, 4ASOG, in Vicenza, Italy, will send its vehicles to the 31st Transportation Squadron, Aviano AB, Italy. In addition, the 86 TRNS maintenance activity at Kapaun AS, Germany, services the 4 ASOG's tactical vehicles as required.

3.2. Air Force Maintenance.

3.2.1. 86 TRNS Maintenance Support. 86 TRNS is responsible for vehicle maintenance support to all 4 ASOG units in Germany. This support includes maintenance of general purpose and tactical vehicles.

3.2.2. 31 TRNS Maintenance Support. 31 TRNS is responsible for vehicle maintenance support to Detachment 1, 4 ASOG. This support includes only the Detachment 1 general-purpose vehicles. Maintenance for the unit's HMWWVs is provided by the local Army maintenance facility.

3.2.3. The 4th Air Support Operations Squadron. The 4 ASOS has its own maintenance facility and personnel and does not rely solely on the 86 TRNS or Army maintenance for support. When mission needs dictate and as directed by the COM and the 4ASOS Systems Flight Commander, the 4 ASOS will perform maintenance or modifications on vehicles from other group units.

3.2.4. The 1 ASOS and 2 ASOS are assigned vehicle maintainers whose primary responsibility is to act as liaison between their Air Force unit and local Army maintenance and also to provide subject-matter expertise to the squadron maintenance superintendent and commander. Liaisons will perform maintenance duties as directed by the 4 ASOG COM. Liaisons must be familiar with their respective ISAs and local Army policies. Problems with ISA support should be brought to the attention of 4 ASOG/LGX. The Army maintenance structure is obligated to support TACP requirements. It is the vehicle liaison's responsibility to ensure Army maintenance is acceptable.

3.3. Army Maintenance.

3.3.1. Maintenance Levels. The Army maintenance structure involves several levels of support. The levels for support are as stated below.

3.3.1.1. Technical manual, series 10, is operator-level maintenance and can be equated to the AF Form 1800 level inspections and maintenance checks.

3.3.1.2. Technical manual, series 20, is Army unit-level maintenance and includes brigade-, battalion-, and division-level maintenance.

3.3.1.3. Technical manual, series 30, is direct support maintenance and is responsible for repairs that cannot be accomplished at the organizational level.

3.3.1.4. Technical manual, series 40, is general support level maintenance.

3.3.1.5. Technical manual, series 50 is depot level maintenance.

3.3.1.6. Army Regulations. There are several regulations that govern Army maintenance activities and the support they provide. Maintenance performed on Air Force vehicles is done IAW AR 750-1. This regulation pertains to vehicles maintained at the 10/20 level (see paragraph 3.2). Safety inspections are conducted IAW AR 385-55.

3.4. Operator Maintenance.

3.4.1. Operators are responsible for cleanliness, light maintenance, and routine inspection of their assigned vehicles. TACP involvement in the maintenance process is critical to proper management and oversight of the weapons system. They are responsible for weekly vehicle inspections and completion of DA Form 5988. Operator maintenance will be IAW AR750-1.

3.4.2. Operators will:

3.4.2.1. Perform before and after usage vehicle operational checks as outlined in AF TO 36A12-1A-2091-1.

3.4.2.2. Comply with the supporting Army motor pool dispatching procedures using applicable maintenance guidance and DA Form 5988.

3.4.2.3. Assist Army maintenance facility personnel to perform light- and periodic-maintenance inspections (PMI) on the MRC-144 system.

3.4.2.4. Ensure vehicles are properly prepared and cleaned (outside, inside, undercarriage, and engine) prior to turning the vehicle in for maintenance.

3.4.2.5. Forward all DA Forms 5988 to the squadron Vehicle Maintenance Liaison for processing and tracking purposes.

3.5. Dispatch Procedures.

3.5.1. Vehicle dispatching is the method by which supporting Army maintenance facilities control equipment. This method does not mean that the Army has ownership of Air Force assets. These procedures integrate AF assets into the Army maintenance system and show that the Army has responsibility for equipment maintenance. The following dispatch actions will be accomplished.

3.5.1.1. Before a system is operated, it will be dispatched. Operators will report to the Army mechanic with DA Form 5988. Both the mechanic and operator will check the form for services due on the vehicle.

3.5.1.2. The operator will reference the technical manual before operating the vehicle and performing a preventive maintenance check and service (PMCS). The operator will repair all discrepancies within his/her capability. Discrepancies not within the operator's repair capability, and that do not render the vehicle non-mission capable (NMC), will be annotated on a DA Form 2404, *Equipment Maintenance and Inspection Worksheet*. The vehicle will then be scheduled for service.

3.5.1.3. After completing any mission, the operator will do an after-action PMCS on the vehicle. The operator will annotate any new faults on DA Form 5988. The operator/mechanic will fix all faults if possible and will schedule service for discrepancies that were not fixed.

3.6. Interservice Support Agreements.

3.6.1. Interservice support agreements (ISAs) ensure Army support to AF units. The ISAs are the driving force behind ensuring Army units maintain our weapons system vehicles (HMWWVs). The ISAs ensure Army compliance in providing POL (e.g. MOGAS and lubricants) and maintenance and repair of weapons systems. 4 ASOG weapons systems require an 02 (mission essential) priority. 4 ASOG/LGX is the OPR for all group ISAs.

CHAPTER 4

VEHICLE CONVOY POLICIES AND PROCEDURES

4.1. Convoy Procedures. Convoy movements are necessary to move military personnel and supplies in sequence, to support missions. It is imperative that operators have a general knowledge of how to conduct and coordinate procedures for Army convoys. This chapter covers general procedures for convoy movements.

4.1.1. Convoy Organization. A convoy is a group of two or more vehicles organized under the control of a single commander. A convoy commander may be an officer or NCO depending on the size of the convoy. Convoys may be broken down into a march column, serial, and march unit. The march column consists of all the vehicles involved in a single move over the same route. The serial is a subdivision of the column, and a march unit is a subdivision of the serial. Normally, march columns of 20 or less vehicles can be managed by a single convoy commander. When convoys consist of a greater number of vehicles, it becomes necessary to break down march columns into more manageable elements such as serials and march units.

4.1.2. March Column Structure. All march columns, regardless of size, consist of three parts: head, main body, and trail. Each one of these elements has a responsibility. At times, it may be necessary to add a fourth element called the detachment party, which is normally sent before or after the column.

4.1.2.1. Head Section. The head is the first task vehicle in the column. The pacesetter normally rides in this vehicle and sets the pace that can be maintained by the slowest moving vehicle in the column. This prevents large column gaps developing when faster vehicles to move ahead. The officer or NCO at the head is responsible for following the proper route, checking scheduled points and receiving changes in orders by the convoy commander. This allows the convoy commander to move up and down the column to make necessary adjustments.

4.1.2.2. Main-Body Section. The main body of the column follows directly after the pacesetter. It consists primarily of vehicles carrying troops, equipment, and supplies. If necessary, this unit can be broken down into serials and march units.

4.1.2.3. Trail Section. The trail is the last element at the end of the march column. Trail personnel normally consist of maintenance and medical personnel. The trail officer or NCO ensures traffic is warned of the convoy ahead and makes sure guides and markers are picked up. Trail personnel also make vehicle repairs and arrange for towing, if necessary.

4.1.2.4. Detachment Parties. Detachment parties locate and arrange for bivouac areas, billeting, parking facilities, and other necessary items before the convoy arrives. Detachment parties are also responsible for route reconnaissance, guides and traffic control personnel as needed.

4.1.3. March Column Formations. There are three types of march column formations employed by convoy commanders. The main difference between the three is the amount of distance between the vehicles. Certain factors, such as weather, tactical situation, enemy capability, and condition and type of road will determine how a formation is organized.. The following paragraphs give a basic description of each kind of formation.

4.1.3.1. Close Column. Close column formation is used in blackout conditions or in movements through congested areas. Vehicles in this formation follow each other at the minimum distance that safety, traffic conditions, and the tactical situation permit. Its advantage is that the full capacity of the road can be utilized since space is reduced to the minimum required for safe driving. Column control communications are better in sub-compact columns. Fewer guides, escorts, and markers are needed. However, close column formations do not provide dispersion against enemy observation or attack. Careful scheduling is required to avoid blocking traffic intersections. Greater driver fatigue is generally experienced in close column than in other formations.

4.1.3.2. Open Column. Open column is generally used for daylight moves. In this formation distance between vehicles is increased to gain more protection from hostile action. Open column also permits concurrent use of roads with other traffic and allows for some protection from enemy observation, allows greater speeds with added safety, greatly reduces driver fatigue, and adds flexibility in planning. However, open columns are more difficult to command and control. Added gaps make it hard for drivers to maintain prescribed spacing.

4.1.3.3. Infiltration. Infiltration is used when maximum secrecy, deception, and dispersion are needed. This is achieved by dispatching vehicles to a predetermined destination over one or more routes at irregular intervals. To observers, infiltration looks like regular traffic flow. This type of formation can be used in congested areas and is suitable for daylight moves. Infiltration provides the best possible defense against enemy observation/attack, as it allows higher speeds by individual vehicles. A unit can move by infiltration over a congested traffic route, which would prove very difficult if in a single unit or column formation. Normally, this formation takes longer to complete than any other formation. Drivers are usually unable to regulate their movements using the vehicle ahead. Extra attention must be paid to route marking to keep drivers from getting lost.

4.1.4. Convoy Coordination. All unit convoy movements over 10 vehicles will be coordinated through the regional Highway

Movement Control Team (HMCT). Refer to USAREUR Regulation 55-1, for specific guidance when requesting convoy approval through USAREUR and the host nation. Unit VCOs will contact their respective Army motor pools for convoy coordination guidance peculiar to their locale. For convoy movements of less than 10 vehicles, units may conduct convoys in small increments. For example, a unit may move a total of 20 vehicles in 4 separate convoys, of 5 vehicles each, without approval.

4.1.5. March Credits. A march credit is required for any vehicle or combination of vehicles and loads that exceed the limitation imposed by the host nation. March credits are also required for all tracked vehicles and vehicles slower than 60kph on the autobahn. Units can obtain march credits through their regional HMCT. Minimum vehicle dimensions for Germany are listed below. Note: Length and width are determined by measuring the vehicle from bumper to bumper (or the load itself, if there is overhang).

- Height: 400 cm (157.5 inches)
- Width: 255 cm (88.5 inches)
- Weight: 40 metric tons (44 tons)
- Length for single vehicle: 1200 cm (39.5 inches)
- Length for single vehicle with trailer: 1800 cm (60 inches)
- Length tractor/semi trailer: 1550 cm (51 inches)

4.1.5. Restricted Travel Periods. Certain restrictions apply to convoy movements conducted in Germany. Convoys or trucks over 7.5 metric tons (8.3 tons) may not be driven on German holidays or Sundays between the hours of 0001 and 2200. Convoy commanders should always confer with HMCT before conducting any convoy movements for any special bulletins or changes in current procedures. German holiday schedules may be obtained from HMCT.

4.1.6. Convoy Speed. Speed limits imposed by the host nation will be obeyed except when lower limits are established by regulation. Convoy commanders will determine if lower speeds are needed for safe operation of military vehicles, if existing traffic, vehicle type, driver experience, or road and weather conditions require this action.

4.1.7. Convoy Marking. The first and last vehicles of the convoy will be marked with a 12"x 18" flag on the left side of the vehicle. The first vehicle of the convoy will have a blue flag. The last vehicle will have a green flag. The convoy commander will have a black and white flag. All vehicles in the convoy will have headlights on low beam in the daytime.

4.1.8. Towing Procedures. Disabled vehicles on the autobahn will be towed to the next available exit. Operators will be given a permit to tow vehicles past the next available exit only when the next military installation or repair facility is beyond the exit. For operators to proceed past the first exit, an "exception to policy" letter must be submitted to HMCT (coordinate through the unit's servicing motor pool IAW USAREUR Regulation 55-1). The towing vehicle must be equipped with rotating yellow lights. All vehicles will be towed with a solid tow bar.

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